

STAT

27 September 1960



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Handwritten signature

Your application for employment with this Agency has been reviewed with interest and the processing of your case has been initiated for a full-time position on the 3:30 p.m. to 12:00 p.m. shift at Grade GS-5, salary \$4345.00 per annum, plus a ten percent night differential for the hours from 6:00 p.m. to 12:00 p.m.

This position as an Intelligence Analyst would involve analysis, selection and classification of information of intelligence interest. Training for the position must be accomplished during the hours 8:30 a.m. to 5:00 p.m. Progress in the training course varies with the individual and may last up to 90 days. Following completion of the training you would then be assigned to the 3:30 p.m. to midnight shift as an Analyst.

Your final appointment is dependent upon a number of factors including character and reference investigations, and other processing procedures which may require as long as 120 days. You may be sure that this processing is being accomplished as rapidly as possible.

During this period please notify us of any changes in your present status such as change in address, employment, marital status, etc. If you cannot accept the position or if you have any questions concerning your application, you should write to [redacted] the meantime, we ask that you forward a copy of your college transcript to us.

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(EXEMPT FROM PAY FILE)

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Members of this Agency are entitled to the regular United States Government leave and retirement benefits. Our salaries conform to the rates prescribed by Congress for United States Government agencies.

Thank you for your cooperation and patience during this waiting period.

Very truly yours,

Signed

E. D. Echols
Director of Personnel

OP/Corres/ma

File sent to

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